



## Career Opportunity

**ARCHAEOLOGY DATA TECHNICIAN**  
**(Historian/Archaeologist & Preservationist I)**  
**Payband 3**

**Position #W0163**

**Location:**

**2801 Kensington Ave**  
**Richmond, VA 23221**

**Maximum Hiring Range**

**Negotiable to \$17/hour**

## Position Description

The Department of Historic Resources (DHR) is seeking an archaeology data technician. Under the supervision of the DHR's Archaeological Data Manager, this individual will process and quality control archaeology site records in the Virginia Cultural Resources Information System (VCRIS) database, assign state trinomial site numbers, organize digital and paper records, digitize map features in GIS (geographic information systems), enrich digital records with information, and assist with special projects related to archaeological and cultural resource data.

This position will be located in DHR's Central office in Richmond. Applicants to this position should be interested in the "big picture" of Virginia archaeology, while having a strong attention to detail and the ability to review promptly and efficiently to keep projects moving through the system.

This is an hourly position capped at 1500 hours per year (during a 12-month period running from May 1 to April 30). There is some flexibility in weekly scheduled hours; however, the individual will be expected to be available for some portion of four out of five weekdays with exceptions for planned leave. Some, but not all, of this work may be done remotely with supervisory approval, however the successful candidate should anticipate working primarily in DHR's Richmond office.

Funding for this position is indefinite but contingent on annual agency budgets and other factors. This is not a term-limited position. **This position is not eligible for state benefits.**

## Qualifications Guide

Experience in Virginia or Middle-Atlantic cultural resources management (CRM) archaeology is strongly desired. Experience using the agency's VCRIS database is strongly desired. The successful applicant will be organized, possess good communication and customer service skills, be proficient in working with databases and spreadsheets, and be willing to learn new workflows and technical skills. Undergraduate degree in anthropology/archaeology or a related subject and completion of an archaeological field school, or equivalent professional archaeology experience preferred. The selected candidate will be required to complete a criminal background check as a condition of employment.

## Application Requirements

To be considered for this position a state application must be received through the on-line employment system by Friday, November 22, 2019 at <http://jobs.virginia.gov/>.

**EOE**

***Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.***